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○ ISSUE 7 | ○ VOLUME 3 | ○ JANUARY 2015

HAPPY NEW YEAR

FISCAL

FOCUS

FISCAL: TRANSPARENCY. ACCURACY. INTEGRITY.

FISCAL'S TRAINING APPROACH



The FISCAL Training Approach provides an opportunity for end users to be trained to perform FISCAL transactions prior to go live. Each end user receives role-based training that provides them with both the knowledge and skills they need to operate in the new System. End users learn new FISCAL concepts and terms along with overall concepts of how the end-to-end transactions work in FISCAL. In addition, users gain an understanding of how their data transactions may have downstream effects on other users. End users acquire the skills needed to perform transactions in the System through interactive web-based training, instructor led classroom training, and guided hands-on practice exercises in facilitated Instructor-Led User Support Labs.

Learners acquire skills in navigation, data entry, originating transactions, reviewing or updating existing records, performing approvals, and running FISCAL reports.

With Wave 2, the Training Approach will include the concept of Train-the-Trainer (TTT). TTT allows for identified staff to become strong on-site resources for

their department. TTT maximizes the department expertise that makes training resonate for new users. We are excited to begin working with departments on their Wave 2 training plans.



Wave 2 Department End User Training begins in late April 2015. Department Training Liaisons will provide support as departments begin working on the details of their training deployment plans during the new year.

The following principles will guide the design, development, and implementation of End User Training:

- Provide end users with timely training and information sessions
- Apply learning-by-doing strategies
- Support end users with real life examples
- Support training with Instructor-Led User Support Labs

Our journey from January to July focuses on testing the System and training in the System in preparation to go live.



New Internet Site

Our web team is working hard to give FISCAL's public website a new look and feel. Keep an eye out for website changes coming in February 2015.

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GET A JUMP ON FI\$CAL

We get asked by future wave departments if there's anything they can do to prepare for FI\$Cal. We're excited that departments are eager to get going, and now that the FI\$Cal Project is further along, we have some valuable information we can share to help you prepare for your future transition to FI\$Cal. First, it's very important that each department document their 'As Is' processes. At every department there are processes and procedures outside of the FI\$Cal System that will be impacted by the transition. Identifying, understanding and documenting the "As-Is" processes and procedures is an integral task that requires early action to effectively transition to FI\$Cal.

Start by determining which systems are used. Once you have those details, it is important to validate that the written procedures match the actual processes employees follow. It is only natural that over time employees amend processes as things change, but those changes are not always captured in written procedures. It is important that those procedures reflect the current processes

A solid
inventory of
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employees are using to complete tasks. A solid inventory of 'As Is' processes is the beginning of a smooth transition to the FI\$Cal System. For additional information on documenting "As Is" processes, see the [Project Readiness Guide Documents](#) at California Department of Technology's Office of Professional Development website.

Data cleansing is another area where FI\$Cal future wave departments can begin their efforts. To assist departments, we have posted our [Data Cleansing Guidelines](#) to the FI\$Cal website. Upon request, we can also provide the file structure layouts for the interfaces and conversions. There will likely be minor changes for future waves but seeing them now should provide some insight for your preparation. To arrange to receive these file layouts, please contact the Change Management Office at fiscal.cmo@fiscal.ca.gov.



GLOSSARY

This section features acronyms or definitions for the FI\$Cal Project. For a list of additional terms, please visit our website at www.fiscal.ca.gov.

As-Is Processes: The current or existing business processes performed by the Departments.

Data Cleansing: The process of reviewing, updating and maintaining Legacy System data so that it can be converted into the FI\$Cal solution without intervention at final conversion time.

Train-the-Trainer: A method of training delivery that engages and equips department resources to be trainers for an end user population.

Training Liaison: The department staff person (part of the Department Implementation Team) who supports and implements the FI\$Cal Project's training program at their department.

Training Pilot: The Training Pilot is a mock delivery of selected training content and is conducted by the FI\$Cal training developer who created the course. The participants at each pilot training session include the trainers and drivers, Business Team representatives, Training Leads, and other selected representatives from the Department.

User Support Labs: Training labs where users will be able to bring in real-life examples and get support as they perform transactions in the practice environment.

HAPPY NEW YEAR FROM FI\$CAL

As we end 2014, I would like to take a moment to acknowledge all that we have achieved as a team. The development, launch, and support of Wave 1 was a huge and historic accomplishment. We also accomplished a significant amount of work in support of the Governor's Budget development, along with making significant progress on Wave 2 and starting the Wave 3 activities. All these efforts position us for another successful year in 2015 with our Wave 2 Go live.

So, as each of you close out 2014 and kick off 2015, I want to thank all of you for your tireless efforts on behalf of FI\$Cal. You should be proud of the work that you are doing and this historic



project. The time and dedication that each of you puts in every day will have a positive effect on the State of California for decades to come.

~ Barbara Taylor, Project Executive